

Summer School 2010: Facility Use Selection & Approval Process

The Office of Out-of-School Time (OST) and the Office of Realty have created a process to have a streamlined approach to facility use by organizations interested in using DCPS facilities this summer. This process begins with screening, carried out through OST's Facility Use Application, and ends with your completion of the Building-Use and Assumption of Risk forms, which are processed by the Office of Realty.

Building access is not guaranteed. Access to a school building is contingent upon space availability as determined by enrollment of students at the summer school sites.

Please refer to the timeline below, which lists important dates for potential Department of Employment Services (DOES), Summer Youth Employment Program (SYEP) providers and all other organizations/groups interested in using DCPS facilities for summer 2010.

SELECTION APPLICATION PROCESS

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| April 7, 2010 at 12 p.m.: | Application due to the Office of OST <ul style="list-style-type: none">Please submit applications via e-mail to Daniela Grigioni at Daniela.grigioni@dc.gov |
| April 22, 2010: | Selected providers will be notified of selection results via e-mail. |

PLACEMENT FINALIZATION

Selected providers must submit the following documents by the deadline indicated below in order to finalize their placement.

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| May 26, 2010 at 12 p.m.: | Building Use Agreement, At Risk Indemnification forms, and proof of current insurance <ul style="list-style-type: none">Forms must be submitted via posted mail to the following address: Attn: Daniela Grigioni, Office of Out-of-School Time District of Columbia Public Schools 1200 First Street NE 8th Floor, 819C Washington, DC 20002 |
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